AcquiLine *PRweb* v2.0
Student Guide

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Training Methods

Organization

The objective of this student guide is to teach you the functionality of the AcquiLine *PRweb*[1] module. The student guide is organized into three independent lessons. The first lesson will give you a broad overview of *PRweb* and its functions. In addition, this lesson will take you through the *PRweb* registration process. The second lesson introduces you to the role of the System Administrator. The third and final lesson deals with the Requirements process and how *PRweb* facilitates this process. Within each lesson are many topics that go into further detail. Each topic builds on the previous topic to provide a comprehensive understanding of *PRweb*.

Intent

PRweb provides an integrated solution that supports paperless acquisition. The end result will be increased efficiency, reduced cost, and reduced life cycle time for requisition turn-around. The seamless integration between *PRweb* and Procurement Desktop-Defense (PD^2) will ensure the integrity of the procurement life cycle from beginning to end.

Approach

Through this student guide, you will gain an understanding of how *PRweb* works as well as interacts with PD^2. In addition, you will learn how *PRweb* relates to your current job and how you can leverage your current skills and knowledge to use *PRweb* to its fullest.

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[1] From now on AcquiLine *PRweb* will be referred to as *PRweb*.

Lesson One: Start Up and Basics

Lesson Goal

At the end of this lesson, you will be familiar with the fundamental framework necessary to access *PRweb*, submit registration information, and navigate the *PRweb* user's desktop. You will recognize how *PRweb* functions support Requesting Office activities by electronically creating Purchase Requests (PRs) and enabling you to prepare associated PR documents for transmission into the Contracts Office (PD^2). You will learn about and complete all tasks related to the registration process.

Learning Objectives

You will be able to:

- Describe how *PRweb* supports requesting agents in their daily duties.

- Use the Internet and Microsoft Internet Explorer™ effectively.

- Register with *PRweb*.

- Recognize various *PRweb* functions.

- Utilize the *PRweb* desktop.

Lesson Time

This lesson requires one and a half hours.

Topics

Topic	Approach
Topic 1: *PRweb* in the Workplace	Discussion of traditional procurement functions.
Topic 2: Internet Browser Basics	Introduction to the World Wide Web as well as commonly used web browser functions.
Topic 3: User Registration	Hands-on application of user registration.
Topic 4: User Login	Hands-on application of user login.
Topic 5: *PRweb* User's Desktop	Instructor demonstration of navigating the *PRweb* user's desktop.

Key Terms

PRweb	Web-based module that supports the requesting agents' submission of requirements documentation into PD^2.
Approver	User responsible for reviewing a PR and either approving it, rejecting it, or giving contingent Approval.
Browser	Program used to navigate the World Wide Web (WWW).
Creator	*PRweb* user who initiates a PR and the approval process.
Documents	Standard PR employed by *PRweb* and any attached documents that accompany the PR.
Folders	Visual means for grouping documents. The four folders in *PRweb* are *Drafts*, *Inbox*, *Outbox*, and *Archive*.
Menu Bar	Interface that consists of four menus: **File, Preferences, Purchase Request,** and **Help**.
Objects	Folders and documents that make up the electronic office environment.
PD^2	Procurement Desktop-Defense. The primary software program in the Department of Defense's Standard Procurement System.
Registrant	Person who completes the registration process in preparation of becoming an *PRweb* user.
Requesting Agent	User who needs to procure certain items and initiates the Requirements process in *PRweb*.
Universal Search Criteria	Method by which the user is able to conduct a broadly ranging search. *PRweb* uses the percent sign (**%**) as the universal search criteria character.
URL	Universal Resource Locator. A web site's address.
User	Registered person who uses *PRweb* in day-to-day duties.

Key Points

- *PRweb* assists Requesting Offices in the creation and electronic submission of PR forms and attached documents.

- *PRweb* helps provide a paperless acquisition environment.

- The System Administrator is responsible for verifying Registrants.

- One of the most beneficial aspects of *PRweb* is that no additional software needs to be installed on your personal computer (PC). All *PRweb* software resides on a server.

- *PRweb* is a Java Applet, a program that does not reside on your computer's hard drive. When using *PRweb*, your documents are securely stored on the server.

1. *PRweb* in the Workplace

Currently, most PRs are submitted to the Contracting Office on paper, and then manually transcribed into the information system. For organizations with automated requirements systems, data is transmitted to the contracts system through complex customer interfaces. Both methods of submitting a PR can be costly and time consuming.

PRweb is a direct paperless channel between a customer and a contract organization's PD^2 database. As an adjunct application to PD^2, *PRweb* provides an integrated solution that operates on PCs.

Directly from your desktop web browser, you can create PRs, including attachments, for supplies and services. After creating the PR and other associated documents, you can route it to other *PRweb* users in your organization for approval. Once the PR is approved, the information is sent directly to the PD^2 at the Contracting Office.
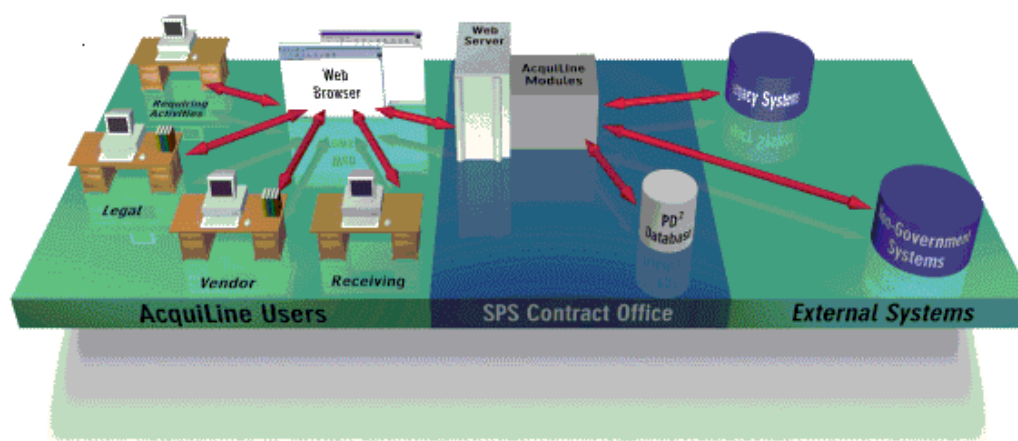

Figure 1: AcquiLine - PRweb Architecture

2. Internet Browser Basics

Before learning about the power and usefulness of *PRweb*, you must first learn about the principles of the World Wide Web (WWW). The WWW and the Internet are many thousands of networks of computers linked together. It is a network of networks.

The WWW is a part of the Internet, the part that uses graphics, video, sound, and text in a manner that conveys information to the user. To use the WWW, programs called "browsers" are employed. With these programs, such as Netscape Navigator™ and Microsoft Internet Explorer™ (IE), you can browse the millions of web pages available. A web page is a virtual location where you can gather information about specific topics. With the WWW you can quickly and easily find the information you need.

All web pages are stored on a server computer at a remote location. The server is a powerful computer that works with your browser program to load the web pages for you. This server could be down the hall at your office, or halfway around the world. When using the web, your computer is a "client" of the server computer. It works with the server to provide you with the information you need. This client-server relationship forms the basis of *PRweb*.

2.1 How to Use an Internet Browser

The browser that interfaces best with *PRweb* is IE. Make sure that the version is 4.0 or later, as *PRweb* uses several features that IE 4.0 has. To open IE 4.0 in this classroom environment, perform these steps:

1. Locate IE on your computer's desktop and double-click the IE icon.

   IE will open to show the designated **Home Page**.

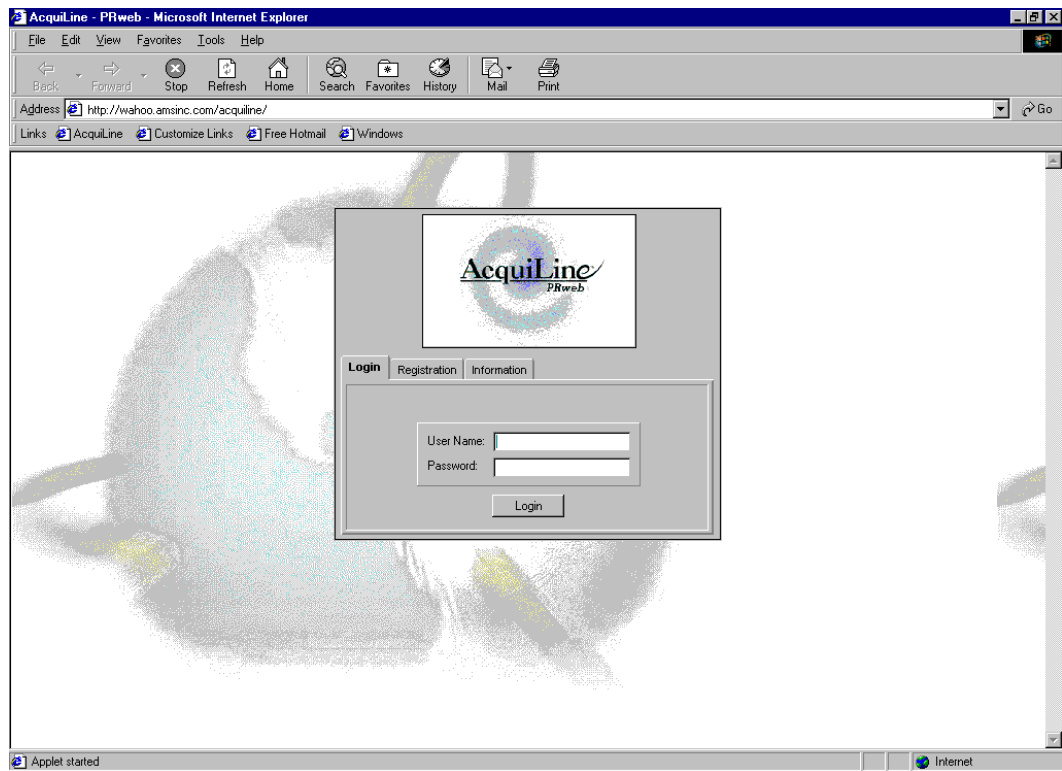**Note:** In this class, the designated Home Page will be the *PRweb* [**Login**] window.

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Figure 2: Internet Explorer Window

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2.2 Header Information

The area along the top of the IE window is known as the *header*. This area has all of the commonly used buttons necessary for Internet navigation. These buttons are collectively designated the navigation buttons. The following are descriptions of each button from left to right on the header.

Note: Although there are many buttons on the header, this section will only describe the ones that interface with *PRweb*.

2.2.1   Refresh Button

Figure 3: Refresh Button

This button is useful for reloading web pages. For example, a graphic can not have displayed correctly. To have the browser reload the page, click the **[Refresh]** button.

2.2.2   Home Button

Figure 4: Home Button

The [**Home**] button returns you to the designated home page that displays upon opening IE.

2.3 How to View a Web Site

The WWW has millions of pages. To view any of them, simply enter in the URL in the **Address** field. The **Address** field is the field directly below the navigation buttons in IE.

The web is set up in a hierarchical manner. Addresses begin with the "http://" or "https://" prefix. Depending on the site's requirements and the server's setup, either format can be used. "http" is an acronym for HyperText Transfer Protocol. The "s" designates a secure web site. A secure web site is one that has its content encoded at both the server end and the client end. This process helps to ensure that unauthorized parties are unable to see sensitive information.

Note: The server can be set to use either the "http://" or "https://" prefixes.

2.4 Hands on Application: Opening a Web Site

To enter a web page address, perform these steps:

1. Determine the exact URL for your *PRweb* site.

2. Enter information into the **Address** field below the navigation buttons.

Figure 5: Address Field

3. Click the <**Enter**> key on your keyboard.

Once the web page address is entered, the browser will access the web server and download the necessary information.

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3. User Registration

Registration in *PRweb* is similar to registration procedures commonly employed by other software applications. The Registration Form is broken into three tabs: *User*, *Contact* and *Groups*. Upon the submission of Registrant information, the *PRweb* System Administrator must verify and authenticate the Registration Form. Upon verification, the Registrant will be provided with an ID and password to access *PRweb*. Controlled access to *PRweb* is one way in which system security is maintained.

3.1   Hands-on Application: User Registration

1. Access the site-specific *PRweb* URL.

   The **Login** window opens.

2. Click the *Registration* tab.
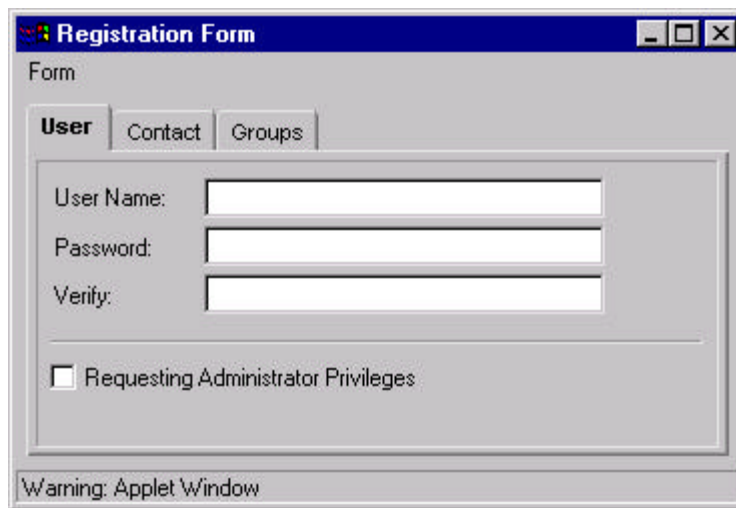
Note: *PRweb* defaults to the *Login* tab each time it is opened.

Figure 6: PRweb Login - Registration Tab

3. Click the [**Registration**] button to begin the registration process.

   The **Registration Form** window opens as shown on the next page.

Figure 7: Registration Form – User Tab

3.2 User Tab

The *User* tab enables you to provide a suggested username and password. To register with a particular username and password perform these steps:

Figure 8: Registration Form - User Tab

1. Enter a username in the **User Name** field.

2. Enter your password in the **Password** field.

3. Verify your password by retyping it in the **Verify** field.

Note: The password entered must be a minimum of eight characters including one or more special characters (e.g., "%" or "#").

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3.3 Contact Tab

The *Contact* tab enables the Registrant to select an existing Requesting Office Point of Contact (POC) from the PD^2 database. If the desired POC information is not currently stored in the PD^2 database, you can create a new POC. The new POC information will be verified by the *PRweb* System Administrator and then be accessible from the **Organization Maintenance** function in PD^2. There are two options to designate a Contact: select an existing Contact or create a new Contact. Both of these methods are described in this section. To continue on to the next step of the registration process, click the *Contact* tab.

3.3.1 Select an Existing POC

Figure 9: Registration Form - Contact Tab

1. Select the **Check here if you are an existing Contact…** check box to choose an existing POC from the PD^2 database.

   This will activate the [**Select**] and [**Remove**] buttons.

2. Click the [**Select**] button to search the PD^2 database for a POC.

   The **Requesting Office Contact Search** window opens, as shown on the next page.

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Figure 10: Requesting Office Contact Search Window

Note: The **Requesting Office Contact Search** window opens with the universal search criteria (**%**) displayed in the **Search Criteria** field. You can refine your search by utilizing the **Search Criteria** field and **Search By** radio buttons. The **Search By** radio buttons will allow you to display POC information by **Code**, **Contact Name**, **State**, **Organization Name**, **Phone Number**, or **Zip Code**.

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3. Click the [**Search**] button to display all POC information in the PD^2 database.

4. Highlight the desired POC and click the [**Select**] button.

   The selected POC information populates the fields on the *Contact* tab.

Figure 11: Registration Form - Contact Tab

3.3.2 Create a New POC

1. Click the [**Remove**] button to remove the existing POC information.

Figure 12: Registration Form - Contact Tab

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2. Clear the **Check here if you are an existing Contact in PD² …** check box by clicking it.

   The contact information is removed and the [**Select**] and [**Remove**] contact information buttons are disabled.

3. Enter a **Contact Name**, **Title, Phone Number**, and **E-mail** address in the appropriate fields.

Note: The e-mail address designated will be used for all e-mail alerts sent by the System Administrator, *PRweb* database or PD^2 database.

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4. Click the [**Select**] button to select a Requesting Office.

5. Click the [**Search**] button to view all Requesting Office Addresses in the **Requesting Office Address Search** field.

6. Highlight a Requesting Office, and click the [**Select**] button.

Note: For training purposes, you can select any Requesting Office.

3.4 Groups Tab

The *Groups* tab allows Registrants to request membership to a group. *PRweb* uses groups to organize users with commonalties. Grouping users with like attributes helps to organize the approval trail. When assigning approvers to a particular PR, the creator can route to a group. The PR will simultaneously show up in each group member's **Inbox**. Once one member of the group has approved the PR, the remaining members of the group will no longer be able to edit or approve the PR and it will no longer display on their desktops. It is possible for a single routing sheet to contain groups and users. Routing to groups expedites the approval process. The System Administrator can create and edit site-specific groups. Click the *Groups* tab to continue with the registration process.

Note: It is not necessary for a user to be a part of a group. The System Administrator will verify account information and modify group selection, if necessary.
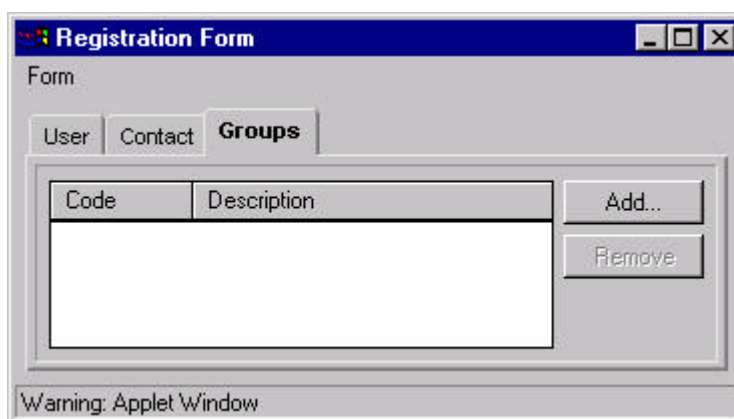

Figure 13: Registration Form - Groups Tab

1. Click the [**Add**] button to search the database for a group with which to associate yourself.
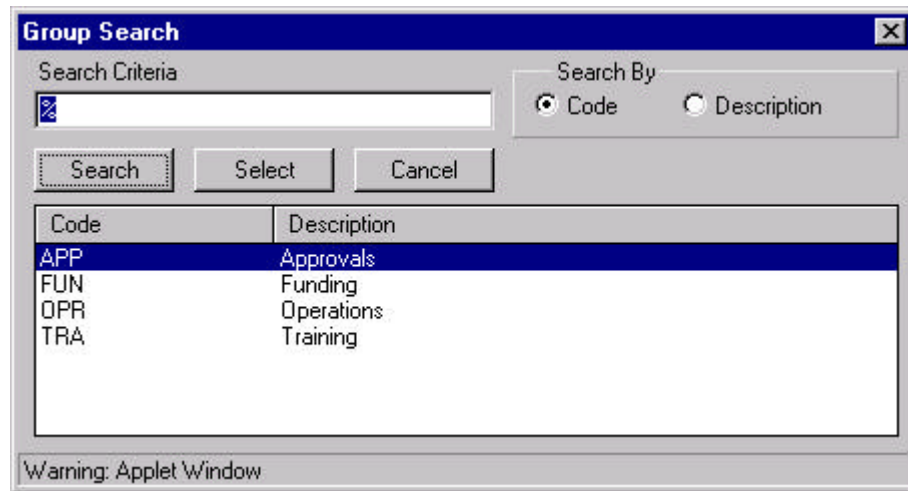
Figure 14 - Group Search Window

2. Click the [**Search**] button in the **Group Search** window.

3. Highlight the desired group and click the [**Select**] button to select the group.

Note: For training purposes, you can select any of the groups listed. You can add
additional groups or remove existing groups from the list. Multiple groups can
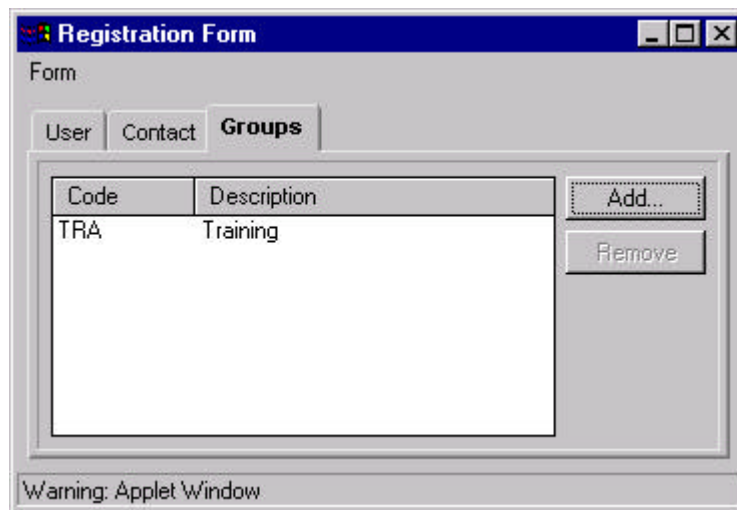be selected by pressing the <**Ctrl**> key and highlighting the desired groups.

Figure 15: Registration Form - Groups Tab

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3.5   Submitting Registration Information

Once you have entered all registration information, the next step is to submit the **Registration Form** to the *PRweb* System Administrator.
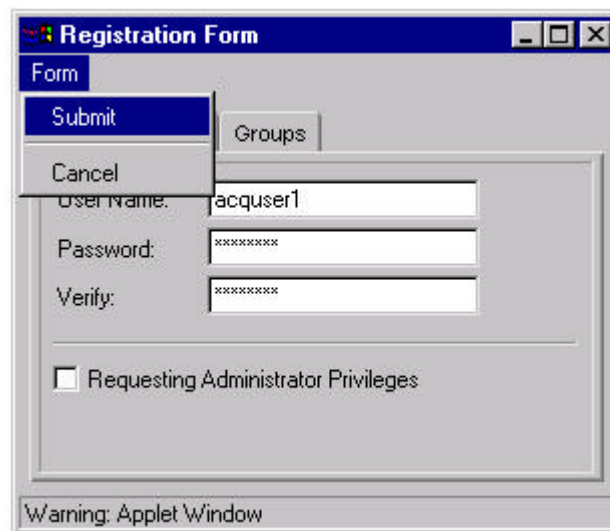

Figure 16: Registration Form – Submit Menu Option

From the menu, select **Form → Submit**.

Note:	*PRweb* will perform a series of validation checks to ensure the appropriate registration information has been included in the Registration Form. Upon approval, you will receive an e-mail from *PRweb* informing you that your registration application has been approved or rejected.

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4. User Login

After the user is registered and authenticated by the *PRweb* System Administrator, the user will receive a confirmation e-mail. Included in the message will be the username identified in the registration process.

4.1 Instructor Demonstration: Login
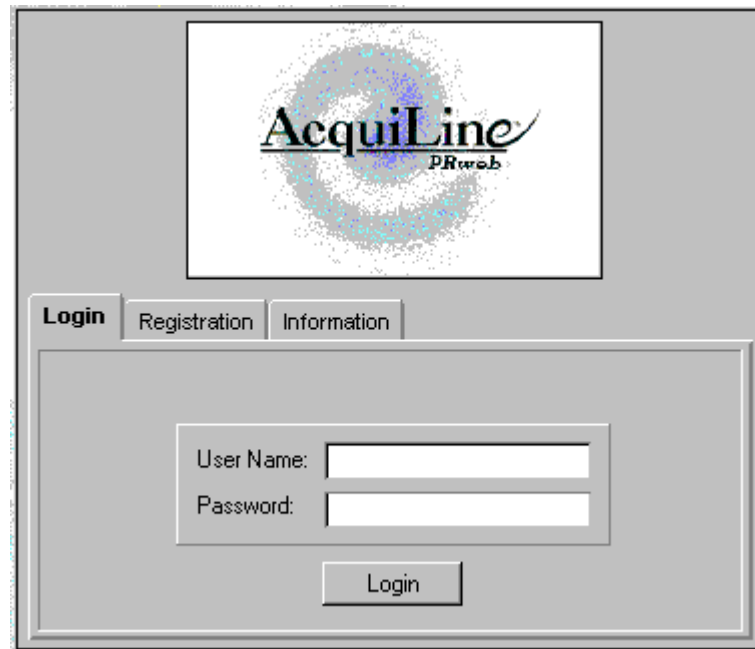
1. Click the *Login* tab.

Figure 17: PRweb Login – Login Tab

2. Enter appropriate information in the **User Name** and **Password** fields.

3. Click the [**Login**] button.

   The user's desktop opens.

5. *PRweb* User's Desktop

This section provides a description of the requesting agent user's desktop. After login, your desktop will display. The desktop menu bar consists of the **File, Preferences, Purchase Request,** and **Help** menu options. Desktop objects include the *Drafts*, *Inbox*, *Outbox*, and *Archive* folders.
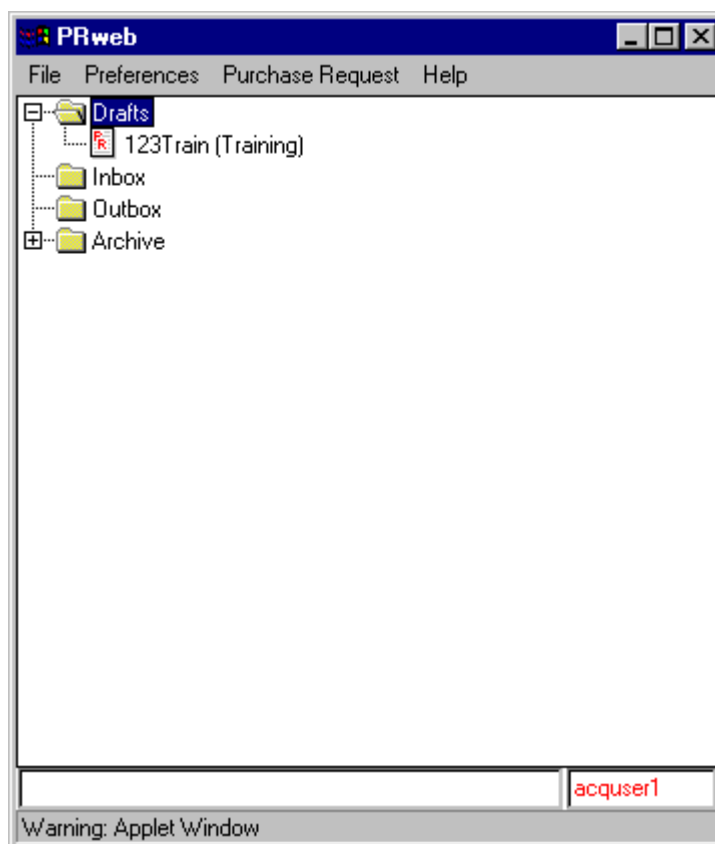
Figure 18: PRweb User's Desktop

5.1 Desktop Objects

The four folders on the user's desktop are used to classify and organize the requesting agent's documents.

Drafts Contains all "in progress" documents that you have created but not yet routed to other *PRweb* users or to PD[2] users.

Inbox Contains documents that have been routed to you from within *PRweb*.

Outbox Contains documents that you created and routed to other *PRweb* users.

Archive Contains all documents that have been created by you and approved in *PRweb*, routed to PD[2], and currently reside in the PD[2] database.

5.2 Menu Bar

File	

	Refresh	Refreshes the selected desktop folder. This feature updates all changes without the user exiting the system.
	Refresh All	Refreshes all desktop folders. This feature updates all changes without the user exiting the system.
	Exit	Exits the *PRweb* user's desktop and returns the user to the **Login** window.

Preferences	

	Change Archive Days	Allows you to change the number of days in which a PR displays in your *Archive* folder.
	Change Password	Opens the **Change Password** window, which allows you to change your password.
	Route Templates	Opens the **Templates** window, which allows users, who have privileges to route to all users, to create personal route templates.
	Change Email Address	Enables you to change the e-mail address for your *PRweb* account.

Purchase Request	

	New	Opens a new PR.
	Open	Opens an existing PR.
	View Summary	Opens the **Purchase Request Summary View** window for the selected PR.
	Copy	Copies the selected PR.
	Delete	Deletes selected PRs in the *Drafts* and *Outbox* folders.
	PR Status Reports	Opens **PR Status Reports** window, which allows you to generate reports that display the status of a given PR.
	Standard Reports	Opens **Standard Reports** window, which allows you to generate pre-formatted reports
	Renumber	Opens the **Renumber** window, which allows you to change the PR number.
	Route	Opens the **Routing Sheet** window, which allows you to create a routing sheet. Users with access to route to

all users can edit the routing sheet as necessary.

Approve	Opens the **Approve** window, which allows you to Approve, Contingently Approve, or Reject a PR.
View Approval History	Opens the **Approval History** window, which displays the Approval status of a selected PR.

Help

Help Topics	Opens an online tutorial.
Contact Help Desk	Opens the *PRweb* Home Page. Enables user to search the *PRweb* Knowledge base and submit *PRweb* questions to the Help Desk.
About *PRweb*	Opens the **About *PRweb*** window that displays the version of *PRweb* installed on the server.

Lesson Review

During this lesson, you learned about the basics of the Internet. In addition, you were provided an overview of *PRweb*, introduced to the user registration process, and oriented to the functional user's desktop.

Upon completion of this lesson you should understand how *PRweb* supports the Requirements phase of procurement, be able to successfully submit a Registration Form to the *PRweb* System Administrator, and be aware of the various features provided on the *PRweb* user's desktop.

The lesson review provides questions pertaining to the key elements covered in this lesson.

Review Questions

1. How will the Registrant be informed that his/her registration information has been approved?

    a. Telephone

    b. Fax

    c. E-mail

    d. Carrier Pigeon

2. What registration information should the user remember upon submission of his/her Registration Form?

    a. Password

    b. Requesting Office Address

    c. Login Name

    d. All of the above

3. What Object is not included on the user's desktop?

    a. In/Out box

    b. Group Cabinet

    c. *Archive* folder

    d. *Drafts* folder

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